



Heart Lake Program Center
1002 Adirondack Loj Road
Lake Placid, NY
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ADIRONDAK LOJ COOK

ADK (Adirondack Mountain Club) works to protect New York State wild lands and waters by promoting responsible outdoor recreation and building a statewide constituency of land stewardship advocates. Since 1922, the organization has worked to increase access to the backcountry by building trails, conserving natural areas, and developing a stewardship community that supports the ethical and safe use of New York's outdoor spaces. A member, donor, and volunteer-supported organization, ADK reaches across New York through its 28 chapters to inspire people to enjoy the outdoors ethically.

POSITION SUMMARY

The Loj Cook is responsible for food preparation at the Adirondack Loj. This includes direct oversight of the daily food service and wait staff operations at the Heart Lake Program Center. During shifts the cook assumes full responsibility for the operation and service of the kitchen and dining room.

KEY RESPONSIBILITIES

Food Service - 70%

- Help develop and work within planned menus to prepare food in accordance with a wholesome, nutritious diet, with concern paid to allergies and other dietary restrictions.
- Lead or assist in preparation and service of breakfast, trail lunches, and dinner.
- Maintain a high level of cleanliness in all food service areas, ensuring a clean kitchen and food preparation that meets health code standards.
- Maintain current ServSafe Food Handler and Allergens Certifications.
- Support coworkers to ensure smooth and efficient kitchen operations and assist in routine Program Center operations when necessary.
- Assume a leadership role in the kitchen during hours at work.
- Handle incoming orders to ensure that orders correspond with invoices and are stored correctly. Check for quality and accuracy.
- Provide assistance and support to any position in the kitchen.

Leadership - 30%

- Maintain high standards and promote a positive, customer service-oriented attitude among all staff through leading by example, coaching, and positive reinforcement.
- Oversee Loj Crew staff regarding customer service, quality of work, hospitality, use of time, and appearance while engaged in food service activities.
- Coordinate with the Kitchen Supervisor to provide and enhance food related services.

QUALIFICATIONS

Basic:

- Food service experience, preferably in a supervisory capacity
- Willingness to work flexible hours, weekends, holidays, and in normal kitchen conditions
- Physical ability to go up and down stairs
- Physical ability to lift and carry heavy loads, sometimes exceeding 50 pounds.
- A passion for and commitment to the mission, values, and vision of the Adirondack Mountain Club

Preferred:

- Experience in menu planning and food ordering
- Reliability to handle night responsibilities and unknown situations.

BENEFITS AND COMPENSATION

Reports to: Kitchen Supervisor, Hospitality Director

Supervises: N/A

Classification: Full-time, non-exempt

Start Date: Immediately upon hire

Salary/Wage: \$18.00/hour

Benefits: Paid vacation and holidays; matching contribution to 403b; health, vision and dental; free ADK workshops, discounts on store merchandise and rental equipment.

Housing: Shared onsite housing available at Heart Lake Program Center with three meals a day for a small deduction.

ORGANIZATIONAL STATEMENT

As an organization, we appreciate a diverse set of skills and candidates eager and willing to grow and learn with our organization. As such, our job descriptions are general overviews, not a mandatory comprehensive list. If you feel passionate about our efforts and believe that you have the skills and aptitude to succeed in this role, we want to hear from you.

ADK affirms its commitment to equal employment opportunity for all individuals. Decisions about recruiting, hiring, training, promotions, compensation, benefits, and all similar employment matters are made in compliance with all federal, state and local laws and without regard to race, color, religion, gender, ethnic or national origin, age, physical or mental disability, sexual orientation, gender identity, familial status, military status or any other classification protected by federal or state law. Any discrimination in the workplace against persons protected by equal employment opportunity laws is illegal and against policy.